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INSTRUCTIONS FOR ONLINE REGISTRATION

1. On the Swim Lesson Information page of the website, click on a **Register** button. This will take you to our online registration site, www.active.com.
2. There are two ways to search for the class you want:
 - A. In the **Search For** box, type in the name of the class level you are wanting. For example, if it's a Fins II class, type in "Fins II".
 - B. To view all class levels, use the **Category:** drop down menu located underneath where it says "Upcoming Activities". Choose the **Swimming Lessons** option. This should take you to a screen where all class levels, sessions and times are listed.
3. To find out how many spots are left in the class, look at the "Spots" column. This tells you how many openings there are in the class.
4. Click on the desired class level, session and time.
5. After reviewing the class information, Click on the **Register Now!** button.
6. Read the Waiver of Liability and click on the appropriate boxes to accept the waiver. When done, click the **Continue** button.
7. Enter the participants information, following prompts. Be sure to enter your correct email address, as you will receive a registration confirmation via email. *Below the participant information, you will be asked to create an account with Active.com. You do not have to do this, but you can if you choose to.* When finished, click on the **Continue** button.
8. At this point you may enter your payment information. Click on the **Pay Now** button. OR, if you want to continue registering for more classes, follow the next step.
9. You may register another child for the same activity by clicking on the **Register Someone Else** button. Or, you may register the same child, or another child for a different activity by clicking the **Register for Another Activity** button. When registering another child, or for another activity, follow the same registration prompts you just completed.
9. When registration has been accepted, be sure to print your waiver(s) and receipt(s).
10. Active.com will send you an email confirmation of your registration.

NOTE: Active.com does assess a handling fee. The handling fee is based off of how much money you spend. For swimming lessons, which costs \$40.00, the handling fee is \$3.10 per class.